U.S. Department of Agriculture
Student Employment Program

DEPARTMENT OF AGRICULTURE

JAMIE L. WHITTEN FEDERAL BUILDING

USDA VISITORS CENTER MALL ENTRANCE
←

Applicant Guide

USDA

Revised on 2/6/2012

Content

- USDA Agencies Mission Areas and Offices

- Careers by Educational Field

- Application process

- Most Frequently Asked Questions

USDA Mission Areas and Administrative Offices

Mission Areas

Natural Resources and Environment

- Forest Service (FS)
- Natural Resources Conservation Service (NRCS)

Farm and Foreign Agricultural Services

- Farm Service Agency (FSA)
- Foreign Agricultural Service (FAS)
- Risk Management Agency (RMA)

Rural Development

- Rural Development (RD)

Food, Nutrition and Consumer Services

- Center for Nutrition Policy and Promotion (CNPP)
- Food and Nutrition Service (FNS)

Marketing and Regulatory Programs

- Agricultural Marketing Service (AMS)
- Animal and Plant Health Inspection Service (APHIS)
- Grain Inspection, Packers, and Stockyards Administration (GIPSA)

Food Safety

- Food Safety and Inspection Service (FSIS)

Research, Education and Economics

- Agricultural Research Service (ARS)
- Economic Research Service (ERS)
- National Agricultural Statistics Service (NASS)
- National Institute of Food and Agriculture (NIFA)
- National Agriculture Library (NAL)

Administrative Offices

- Office of the Chief Information Officer (OCIO)
- Office of the Chief Economics (OCE)
- Office of Tribal Relations (OTR)
- Office of the Executive Secretariat (OES)
- National Appeals Division (NAD)

- Office of the Inspector General (OIG)
- Office of the General Counsel (OGC)
- Office of Communications (OC)
- Office of Environmental Markets (OEM)
- Office of the Assistant Secretary for Civil Rights (OASCR)

- Office of Budget and Program Analysis (OBPA)
- Departmental Management
- Office of Congressional Relations (OCR)
- Office of the Chief Financial Officer (OCFO)
- Office of Advocacy and Outreach (OAO)
- Faith-based and Neighborhood Partnership (FBNP)

Careers by Educational Field

Management

Agribusiness and Industry

Science and Technology

Management Careers

	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Accounting/Auditing	*	*		*	*	*	*	*	*	*	*					*	*	*		*
Budget	*	*		*	*	*	*	*	*	*								*		*
Contracting/Procurement	*			*		*	*			*	*	*						*		*
Criminal Justice						*	*		*	*						*			*	
Equal Opportunity	*	*	*	*	*	*	*	*	*	*								*		*
Management/Program Analysis	*	*	*	*	*	*	*	*	*	*								*	*	*
Personnel Management	*			*	*	*	*		*	*	*							*	*	*
Public Affairs	*	*	*	*	*	*	*		*	*								*		
Computer Sciences	*			*	*	*	*	*	*	*	*	*	*			*		*	*	*

Agribusiness and Industry Careers

	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Agricultural Business	*		*			*	*	*		*										
Agricultural Commoditites	*					*	*	*												
Crop Insurance Administration			*																	
Crop Insurance Underwriting			*																	
Economics	*	*	*			*	*	*		*		*			*					
Agricultural Extension	*													*						
Agricultural Management	*					*	*	*		*										
Agricultural Marketing	*	*				*	*	*							*					
Food Program Management				*																
International Trade Economics		*				*						*								
Loan Management/Finance															*	*	*		*	

Science and Technology Careers

	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Agronomy						*	*			*	*									
Animal Science						*	*	*		*	*			*						
Archaeology									*											
Biological Science					*	*	*		*	*	*			*						
Chemistry					*	*	*	*			*									
Engineering						*			*	*	*						*			
Food Inspection					*															
Food Technolgoy				*	*	*					*			*						
Forestry									*	*										
Geology/Hydrology									*	*	*		*							
Landscape Architecture									*	*										
Mathematics/Statistics									*				*							
Nutrition				*																
Plant Pathology/Physiology						*	*		*		*			*						
Soil Sciences/Conservation									*	*	*			*						
Veterinary Medicine					*		*				*									
Wildlife Biology							*		*	*										

Application Process

The application process consists of three steps:

1. Visit the **USDA webpage** to learn more about agencies and their student employment opportunities

2. Create a **profile account**

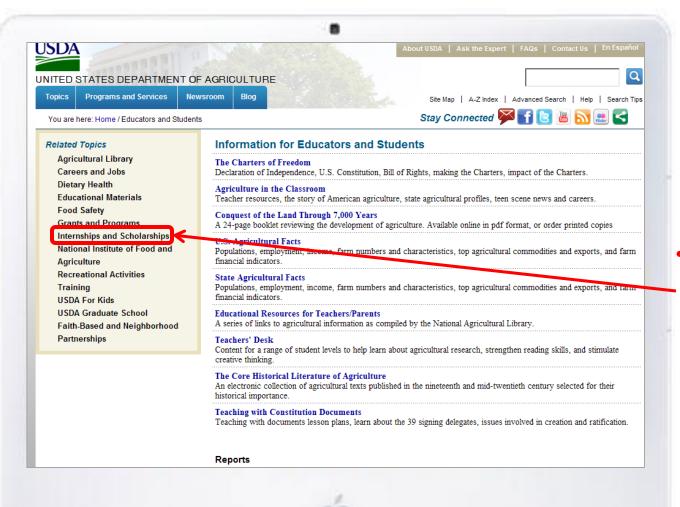3. Fill out the application in the **USDA Student Portal**

STEP ONE: Visit the USDA webpage to learn more about agencies and their student employment opportunities
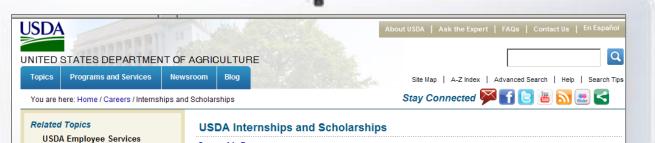
- Go to www.usda.gov

- Click on Educators and Students under "Information for"

- Click on Internships and Scholarships under "Related Topics"

Application Process
Step One

• Click: Apply here!

Step One

Application Process

STEP TWO: Create a profile account through eAuthenticaion

- You will be prompted to the "accessing a U.S. Government Information System."

- All Students applying through the student portal, must to create a user ID and password.

- The information you provide in through this site will be secure and protected.

- Then click "I Agree".

- You will be prompted to the "e-Authentication Login" page

- Click, "Create an account"

- Click,
  "Level 1 Access"

- Why we use E-Auth in the One-Stop Common Application?

  ✓ is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment.

  ✓ students can use this account to revisit their current application, make changes, update and access archived applications for re-submission.

  ✓ USDA is keeping your personal information safe and only accessible by the person creating the account.

Application Process

Step Two

- Create an Identification (ID)

- Your ID must be 6 to 20 characters long

- Create a password that is 9 to 12 characters long

- When choosing a password:
  - ✓ only use characters and words that are not found in the dictionary.
  - ✓ At least one word has to be capitalized and another one lower case.
  - ✓ You also have to choose either of the following characters as part of your password: #, *, %, &

- Sample password: **7#Bt257qu***

• Confirm your password

Application Process

Step Two

- Provide:
  - ✓ First Name
  - ✓ Middle Initial
  - ✓ Last Name
  - ✓ Zip-code
  - ✓ Country Name

Application Process
Step Two

Provide:

- Email address

- Your email must be valid to complete your registration.

- Suggestion:
  - Provide a personal email address if you are not able to gain access to your school email account.

• Click "continue" to create your profile account.

Step Two

- After you have created your **account, a verification** confirmation message will appear as follows.

- Please double check that your information is correct before clicking the "submit" option.

USDA United States Department of Agriculture
USDA eAuthentication

login : VZ
password :

Home | About eAuthentication | Help | Contact Us | Find an LRA

Quick Links
▷ What is an account?
▶ Create an account
▷ Update your account

Administrator Links
▷ Local Registration Authority Login

Create an Account

Level 1 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations wenndy carrasco, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@ftc.usda.gov** with the subject line of 'Action Required:Instructions to Activate your USDA Account with Level 1 Access'
Step 4 is contained within this email, and is as simple as clicking a link to activate your account.

The User ID you created is : tvshow213

The email address you provided is:

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.

If after 24 hours you do not receive the confirmation email:
1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at **eAuthHelpDesk@ftc.usda.gov** or 800-457-3642. Please provide your User ID, first and last name, and email address.

Close Window

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

- After clicking the **submit option**, a final verification confirmation message will appear as follows.

- Please print this page or save it in your browser for future reference.

Application Process
Step Two

- Check your **personal email account** for the instructions to Activate the e-Authentication account.

- Follow steps 1 to 3

- After clicking "**Activate My Account**," you will be taken to the account activation confirmation page.

Application Process

Step Two

- Account Activation confirmation. Please follow the instructions.

Step Two

STEP THREE: Begin your application through the USDA Student Portal

- Begin Your Application

✓ Copy the following link into your browser to begin your application: http://www.studentapplication.usda.gov

✓ You will be prompted to the following page:

Application Process
Step Three

- After **obtaining completing your profile account**, sign-in to get access to the student portal.

- You will be prompted to the welcome page.

STUDENT PORTAL

Student Employment Program

Home | Eligibility | Definition of Student | General Provisions | Uploading Transcripts / Resumes | EEO Disclaimer | LogOut

You are on>>Welcome

The U.S. Department of Agriculture's Student Internship Program (SIP) offers students an opportunity to enhance their education by working as an intern for one of our USDA agencies.

The program gives students an opportunity to gain valuable work experience in their area of interest with hopes of sparking a student's interest in working for USDA.

Apply Now

• Click, "Apply Now"

Application Process

Step Three

STUDENT PORTAL

Student Employment Program

Eligibility | **Definition of Student** | **General Provisions** | **Uploading Transcripts / Resumes** | **EEO Disclaimer** | **Home**

Eligibility

USDA interns must be a United States citizen or U.S. Permanent Resident Alien (PRA) or Legal Residents to qualify for the internship program.

If you are a naturalized citizen, you will be asked to provide proof of citizenship.
If you have questions regarding your citizenship, please refer to the U.S. Citizenship and Immigration Services website : http://www.us-immigration.com/us-citizenship-and-naturalization-application.jsp?gclid=CJXXsJO-2KUCFYnc4AodHyRljw .

If you are a permanent resident alien (PRA) or legal resident, you will be asked to provide proof of your status. If you have questions regarding proof of permanent resident alien or legal resident status, please refer to the U.S. Citizenship and Immigration Services website : http://www.us-immigration.com/us-citizenship-and-naturalization-application.jsp?gclid=CJXXsJO-2KUCFYnc4AodHyRljw .

- Before you start your application read:

  ✓ the eligibility
  ✓ definition of student
  ✓ general provisions

Application Process
Step Three

- Agencies will post their **internship vacancy announcements** in this area.

- Read the announcements and proceed and choose the vacancy announcement you wish to apply.

- If there is no vacancy announcement or the vacancy announcement does not apply to you, please proceed to the next page to be considered for a general internship opportunity by our agencies.

- To apply for a vacancy announcement, click **under view** the "position title" hyperlink.

Application Process

Step Three

Eligibility   Definition of Student   General Provisions   Uploading Transcripts / Resumes   EEO Disclaimer   Home

Upload Transcripts/Resume

Instructions:

- Obtain an "Unofficial" transcript from your school or your school's web site.
- Scan and save your transcript as a PDF or a TIFF file.
- Make sure the file is less than 2MB in size, larger files will not be accepted.
- Make sure the file is legible on the screen and when printed.
- Click the "Browse" button to select your transcript file on your computer.
- Choose the document you want to upload.
- Click the "Upload" button to send it to our server.
- Check that your file was received by downloading it (clicking its link) from our server.
- You may be asked to submit an official transcript via postal mail if you are selected.
- Programs may reject /dismiss you if there are discrepancies between unofficial and official transcripts.

Please Note: To update your documents, re-upload it. This will overwrite the previous version.

Example of what your resume should have:

- Your name and contact information
- Employment History, including past internships
  - Name of employer
  - Dates of employment
  - Name of supervisor
  - Contact information for supervisor
- Education and Certifications, if any.
- Skills and Abilities, including computer competencies and /or research projects you've worked on
- Honors and awards
- Membership and extracurricular activities (including offices held and dates)
- Volunteerism / Community Work

Troubleshooting

If you are having trouble with converting your document to a PDF, here are few approaches that you can take in finding a solution.

- Uploading documents

STUDENT PORTAL

Student Employment Program

Home | Eligibility | Definition of Student | General Provisions | Uploading Transcripts / Resumes | EEO Disclaimer | LogOut

You are on>>Welcome>>Vacancies>>Internship > Contact>>Eligibility>>Background>>Applicant Data>>Area of Interest>>Education

Choose one or more internship session(s) you are interested in.

Session	Start Date	End Date	[No Title] Hours Available to Work	Paid, Unpaid or Volunteer
☐ Fall (Sep-Dec)				
☐ Spring (Jan-Apr)				
☐ Winter (Dec-Jan)				
☐ Summer (May-Aug)				

Previous Page | Save | Next Page

- Choose an Internship session.

- You have the option to save and move to the next page.

- You also have the option to choose from the top menu to skip sections.

- We encourage you to always save your answers before moving to the next section.

Application Process

Step Three

- After choosing an Internship session, choose:

  - ✓ Start date - when do you want to begin your internship,
  - ✓ End date – when do you want end it
  - ✓ Hours – how many hours you are available to work
  - ✓ Type of internship you are looking for

- After that, click "save" and move to the "next page".

- We encourage you to always save your answer before moving to the next section.

Application Process
Step Three

- Any information with a red asterisk (*) is required.

- You will not be able to move to the next page until this information is provided.

- If you are not sure what is your eligibility, please click and read the instructions.

- Background Information

Step Three
Application Process

☐ Gay Lesbian Bi-sexual and Transgender(GLBT)

☐ Other Career Fair

☐ Other

If Other please explain:

☐ Professor	Name of the Professor:	
☐ University	Name of the University:	
☐ Conference	Name of the Conference:	

Do you hold a valid Security Clearance? (Select one)

○ **Confidential**

○ **Secret**

○ **Top Secret**

○ **Above Top Secret - Sensitive Compartmentalized Information (SIC)**

○ **Do not Know**

Previous Page   **Save**   Next Page

• Background Information

Applicant Data

Read the information inside the circle

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Application Process
Step Three

Applicant Data

- Click "Select Files" to upload your certificates:

  - DD-214 for Veterans

  - Schedule B for students with disabilities

On-screen form (within monitor):

What type of living environment do you predominently reside in?.
- ○ Rural
- ○ Urban

Veteran Status (OPM Vet Status Criteria) :
The U.S. Department of Labor requires USDA to report each year on the number of employees who are veterans. The information you provide will be kept strictly confidential. In addition, this information will be used in accordance with the regulations:
- ○ Not a Veteran (Prior to 9/30/91)
- ○ Veteran Era Veteran
- ○ Pre-Veteran Era Veteran
- ○ Post-Veteran Era Veteran
- ○ Not a Veteran (After 9/30/91)
- ○ Disabled Veteran

Disability Status :
Please Check if applicable:
- ○ Individual with a Disability
- ○ Not Applicable

Reasonable Accommodation :
Explain what type of accommodation you might need: (not more that 500 words)

USDA is an Equal Opportunity Employer

Previous Page   **Save**   Next Page

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Application Process
Step Three

- Follow instructions to choose your area of interest.

Agronomy
Animal Health & Well-being
Animal Sciences
Archeology
Biological Sciences
Biotechnology
Budget/Finance
Business
Chemistry
Communications
Computer Sciences
Contracting/Procurement
Criminal Justice
Crop Insurance Administration
Crop Insurance Underwriting
Economics
Education
Education & Extension
EEO Specialist
Emergency Affairs/Emergency Preparedness Response
Engineering
Environmental Management
Environmental Policy
Environmental Quality Research

Preferred Internship Location(s) :

☐ Headquarters (Washington, DC and Beltsville, MD)

☐ Field Offices

Previous Page   **Save**   Next Page

- Scroll down to continue viewing areas of interest.

- Choose your location
  - State Agency Field Office or
  - Headquarters (DC, MD or VA).

Application Process
Step Three

- Submit your education information.

Step Three
Application Process

- If you don't find your "major/field" type it here.

- Click "Select Files" to upload your resume.

- Then click "Upload All" for your document to be uploaded into your application as it shows here.

Application Process
Step Three

USDA **STUDENT PORTAL**

Student Employment Program

Home | Eligibility | Definition of Student | General Provisions | Uploading Transcripts / Resumes | EEO Disclaimer | LogOut

You are on>>Welcome>>Vacancies>>Internship>>Contact>>Eligibility>>Background>>Applicant Data>>Area of Interest>>Education

Education - School Information

Schools :
List the school(s) in which you are currently registered. Transcripts and/or Letter of Acceptance must be submitted for each institution listed below.

School Information
Name : InterAmerican Florida University
Address :
City :
State : Florida
Zip Code :
Country :
Attendance at the school :
From (Month / Year): January 2004
To (Month / Year): May 2008 (Expected Graduation Date)

Note: Please Click "Save & Continue.." button below to save all the above information and continue to upload transcripts(s) and/or other related Document(s). After uploading you will see "Add School & Continue" button. Click to save the Uploaded documents. You can add list of schools in the similar way. (Once submitted you will be able to view/edit this information in a table).

Save & Continue..

- In this area, you are prompted to **add your school information** before uploading your transcript (s).

- Then click "Save & Continue".

Application Process
Step Three

Address :

City :

State : Florida

Zip Code :

Country :

Attendance at the school :

From (Month / Year): January 2004

To (Month / Year): May 2008 (Expected Graduation Date)

Note: Please Click "Save & Continue.." button below to save all the above information and continue to upload transcripts(s) and/or other related Documen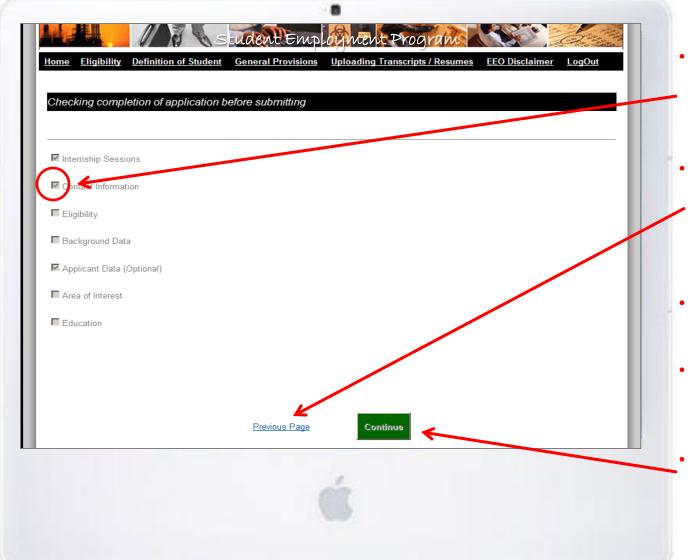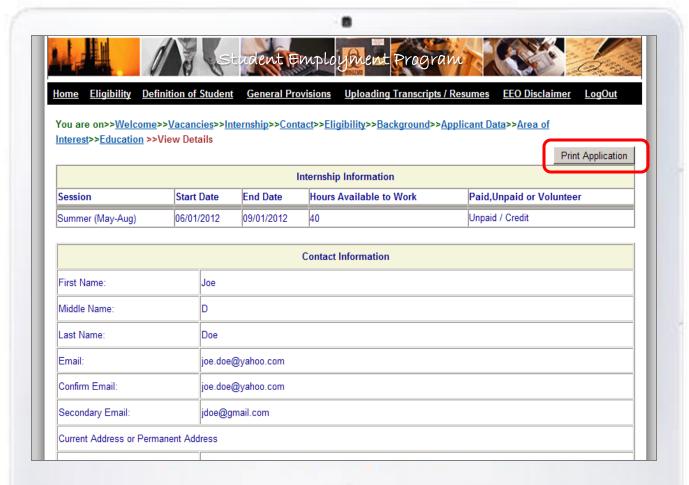t(s). After uploading you will see "Add School & Continue" button. Click to save the Uploaded documents. You can add list of schools in the similar way. (Once submitted you will be able to view/edit this information in a table).

Please upload transcript(s) and submit the school information

Upload Transcript/Letter of Acceptance: Select Files

(you can upload mutiple files)

Upload All   Clear

upload pdf or tiff only(2MB)

Add School & Continue

School Name	Address	City	State	Zip	Country	Attendence	Transcripts	Delete
						April 2011 To April 2011		×
InterAmerican Florida University			9			January 2004 To May 2008		×

Previous Page   Submit   Next Page

- To "Upload your transcript (s), click on "Select Files" then click "Upload All".

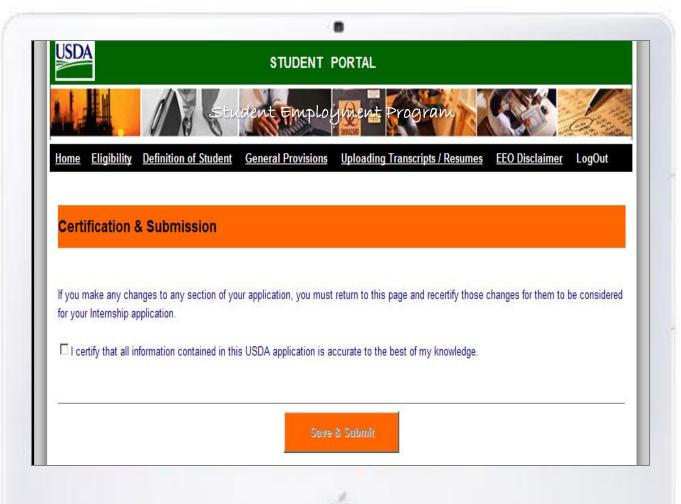- Your document will be uploaded into your application as it appears here.

Application Process

Step Three

Student Employment Program

Home | Eligibility | Definition of Student | General Provisions | Uploading Transcripts / Resumes | EEO Disclaimer | LogOut

Checking completion of application before submitting

☑ Internship Sessions

☑ Contact Information

☐ Eligibility

☐ Background Data

☑ Applicant Data (Optional)

☐ Area of Interest

☐ Education

Previous Page   **Continue**

- How do I know each section is completed? **When you see a check mark on each box**!

- If the check mark is not on the box, click "Previous Page" to go back to each section of your application and review it.

- Remember to save all your sections again.

- All the boxes should be checked before processing for submission.

- Submit your application by clicking continue.
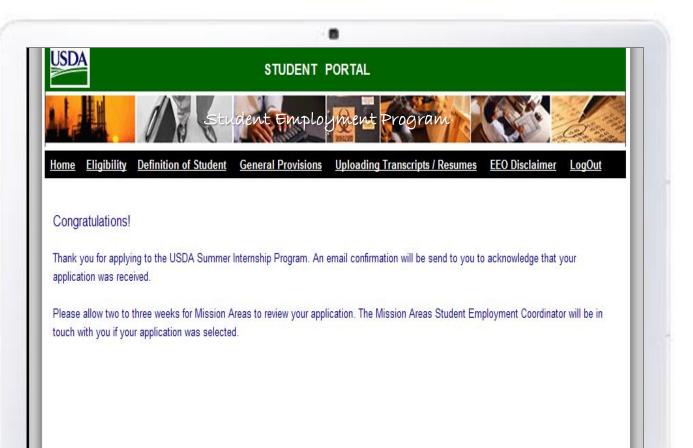
Application Process
Step Three

- After submitting your application, you will be prompted to review one more time your completed application and will be able to print it.

- We recommend you print a copy for your records or PDF your application.

Application Process
Step Three

STUDENT PORTAL

Student Employment Program

Home Eligibility Definition of Student General Provisions Uploading Transcripts / Resumes EEO Disclaimer LogOut

Certification & Submission

If you make any changes to any section of your application, you must return to this page and recertify those changes for them to be considered for your Internship application.

☐ I certify that all information contained in this USDA application is accurate to the best of my knowledge.

Save & Submit

- Please certify and submit your application.

- If you make any changes to any section of your application, you must return to this page and recertify those changes for them to be considered.

Application Process
Step Three

USDA

STUDENT PORTAL

Student Employment Program

Home   Eligibility   Definition of Student   General Provisions   Uploading Transcripts / Resumes   EEO Disclaimer   LogOut

Congratulations!

Thank you for applying to the USDA Summer Internship Program. An email confirmation will be send to you to acknowledge that your application was received.

Please allow two to three weeks for Mission Areas to review your application. The Mission Areas Student Employment Coordinator will be in touch with you if your application was selected.

- Notification to Applicant

- Thank you Note for Applying

Application Process
Step Three

Student Employment Program Contact Information

Applicant

Program Manager

General Questions:

Wenndy Carrasco
Student Employment Program Manager
Office of Human Resources Management
Wenndy.Carrasco@dm.usda.gov or USDA.internships@dm.usda.gov
202-260-8335

For **technical questions** regarding the "**Student Portal**" (not being able to upload resumes or transcripts), send inquiries via email at
DMAPPSERVICES_DL@ocio.usda.gov

Mission Areas Student Employment Program Managers

Agency	Contact	Email	Phone
Farm and Foreign Agricultural Services (FFAS) Farm Services Agency Risk Management Agency	Keisha Valentine-Jones	keisha.jones@wdc.usda.gov	202-401-0228
Foreign Agriculture Service	Nikia Sizer	nikia.sizer@wdc.usda.gov	202-401-0176
Food, Nutrition and Consumer Services Food and Nutrition Service Center for Nutrition Policy and Promotion	Joanie Dilone Serves FNS and CNPP	FNSOpportunities@fns.usda.gov	703-305-2463
Food Safety Food Safety and Inspection Service	Laura Sepulveda	fsisstudentjobs@fsis.usda.gov	202-720-9401
Natural Resources and Environment (NRE) Forest Service Natural Resources Conservation Service Office of Environmental Markets	Laura Medina Tanya Robles	lauramedina@fs.fed.us tanya.robles@wdc.usda.gov	505-563-9262 202-720-0768
Marketing and Regulatory Programs (MRP) Agricultural Marketing Service; Animal and Plant Health Inspection Service; Grain Inspection, Packers, and Stockyards Administration	Heidi Bock	heidi.bock@aphis.usda.gov	612-336-3343
Office of the Inspector General	Candace Samuels	candace.samuels@oig.usda.gov	202-720-7538
Research, Education and Economics (REE) Agricultural Research Service National Agricultural Statistics Service National Institute of Food and Agriculture Economic Research Service	Mary Weber Mary DeNardo Eboni Wiggins Loretta Miller	mary.weber@ars.usda.gov mary_denardo@nass.usda.gov eboni.wiggins@ars.usda.gov erssummerinterns@ers.usda.gov	301-504-1397 202-720-4971 301-504-1757 202-694-5379
Rural Development (RD)	Leslie McBroom	leslie.mcbroom@wdc.usda.gov	202-692-0199

Most Frequently Asked Questions

WHAT DOES A COMPLETE APPLICATION INCLUDE?

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

WHEN IS THE APPLICATION DUE?

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid - April and mid - May of each year. Orientation day starts in mid-June for headquarter interns and orientation for field interns starts on their first day of work.

WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule .

CONTACT INFORMATION FOR USDA STUDENT PROGRAMS

If you have any questions or concerns, please send your inquiry via email at **USDA.Internships@dm.usda.gov**. In the subject area write: "Student Employment Program."

For technical questions ONLY regarding the "Student Portal" site, please direct your questions or concerns to the following email address: **Dmappservices_DL@ocio.usda.gov**.